

**IEEE POWER & ENERGY SOCIETY
NUCLEAR POWER ENGINEERING COMMITTEE**

**ORGANIZATION
AND
PROCEDURES MANUAL**

April, 2016

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References

1. Technical Council Organization and Procedures Manual
2. NPEC Policies and Procedures for Standards Development
3. IEEE Conference Organizer's Manual
4. NPEC Website – <http://grouper.ieee.org/groups/npec/>

List of Abbreviations and Acronyms

AdCom	Administrative Committee
ANS	American Nuclear Society
ANSI	American National Standards Institute
ANSI/NSB	American National Standards Institute/Nuclear Standards Board
IEEE	Institute of Electrical and Electronic Engineers
ISA	International Society of Automation
NEI	Nuclear Energy Institute
NSB	Nuclear Standard Board
NPEC	Nuclear Power Engineering Committee (of PES)
NUREG	Nuclear Regulatory (Report)
O&P	Organization and Procedures
PAR	Project Authorization Request
PES	Power & Energy Society
SA	Standards Association (of IEEE)
SC	Subcommittee (of NPEC)
SDO	Standards Developing Organizations (of ANSI)
TC	Technical Council (of PES)
U.S.	United States
USNRC	United States Nuclear Regulatory Commission
WG	Working Group (of NPEC)

Introduction

The Technical Council Organization and Procedures Manual (Reference 1) covers primarily administrative matters that govern the PES Technical Committees.

The orderly transaction of business for NPEC is controlled by a number of documents. These documents and their “Order of Precedence” are listed in the TC O&P Manual. Specific to NPEC, and subordinate to the documents listed in the TC O&P Manual, NPEC activities are controlled by the NPEC Policies and Procedures for Standards Development (Reference 2) and this NPEC Operations and Procedures Manual, in that order of precedence.

IEEE standards preparation is at the direction of the IEEE-SA Standards Board and outlined in the IEEE-SA Standards Board Operations Manual.

The procedures given herein are intended to supplement the NPEC P&P Manual, the TC O&P Manual, and the IEEE-SA Standards Board Operations Manual, as they relate to the operation of NPEC. Responsibility for their interpretation rests with the NPEC Chair. It is recognized that the procedures are not always applicable and, in special situations, their strict application may prove cumbersome. The NPEC Chair may, therefore, authorize exceptions to procedures within this NPEC O&P Manual on an ad hoc basis.

1.0 Scope of Main Committee and Subcommittees

The scopes of NPEC and its associated subcommittees are approved by NPEC and the TC as specified in Reference 1.

Discussion

The currently approved scope for NPEC is as follows:

Nuclear Power Engineering Committee (NPEC)

Scope: Treatment of matters relating to the electrical aspects of nuclear engineering including the advancement of standards, research, development, and the advancement of nuclear engineering with students and educational institutions.

Included in the treatment of standards are the sponsorship and development of basic criteria for integrated nuclear systems and the coordination of (1) the approvals, (2) scopes, and (3) development of system and equipment standards.

Matters relating to the development of standards for individual equipment or system designs applied to Nuclear Technology may be covered jointly with certain other technical committees such as Switchgear, Energy Development and Power Generation, etc., or may be generated exclusively by the technical committee.

Maintain close liaison with other technical societies, groups, agencies and associations concerned with Nuclear Technology and utilize their services when deemed appropriate. Included in these liaison activities is the prominent lead responsibility for (1) the development of PES responses to requests for comments on Governmental Regulatory Guides and other nuclear technology documents and (2) the coordination of matters relating to reliability, human factors, accreditation and similar subjects for nuclear facilities.

Approved scopes for subcommittees are contained in Reference 2.

2.0 Organization

2.1 Membership

NPEC membership shall comply with Reference 1. Membership on NPEC will be kept to a level consistent with the number of persons deemed necessary to 1) adequately represent the interests of those involved in the nuclear power industry, including engineering, design, licensing, construction, operation, maintenance, manufacturing, regulation, research and development, and 2) provide sufficient manpower, technical breadth and experience for carrying on the committee's work.

Eligibility:

The members shall be appointed by the NPEC Chair. Initial membership is based on having served for a minimum of one year on a subcommittee and recommendation by subcommittee Chairs. In addition, the requirements set out in Section 3.9 (Membership) apply.

Discussion:

1. The NPEC membership shall be made up of officers, appointed members, liaison members, corresponding members, and honorary members.
2. The officers of NPEC shall be Chair, Vice Chair and Secretary. Their selection shall be in accordance with Reference 1. In the event the incumbent Chair and the immediate Past Chair cannot agree on a slate of officers, the final slate shall be approved by a simple majority vote of the immediate Past Chair and the actively participating Past Chairs. In the event of a tie in the vote of the immediate Past Chair and the actively participating Past Chairs, the incumbent Chair shall cast the deciding vote.
 - a) In order to provide NPEC with officers that have the broadest understanding of the committee's functions and operations, it is recommended that candidate NPEC officers be selected with suitable background, as available, in the following order of preference: AdCom member, current or past (first); Chairs of working groups, current or past (second); NPEC membership at large (last).
 - b) Candidate officers should be aware of the responsibilities of their office as outlined in Reference 1 and should be reasonably able to fulfill these responsibilities.
4. The Standards Coordinator, Technical Sessions Coordinator, and Awards Chair are appointed annually by the NPEC Chair.
5. Subcommittee Chairs are appointed by the NPEC Chair or elected by the subcommittee with notification to the Chair of the TC. The NPEC Chair shall also be notified if the subcommittee Chair is elected by the subcommittee.
6. Ad-Hoc Committee Chairs, official delegates to other organizations (both internal and external to IEEE) and persons accepting liaison responsibilities to other organizations are appointed annually by the NPEC Chair and shall generally be appointed members of NPEC.
7. Liaison membership may be granted for members of other IEEE Societies or technical committees, or for members of other organizations.

8. All members except honorary, corresponding and liaison members shall be voting members.

Balance:

In the staffing of NPEC and its subgroups, besides considering the motivation and capability of the individual candidate, consideration must be given to the balance between broad industry interests.

NPEC members are classified as follows:

- U - Utility, User
- P - Producer, Manufacturer
- E - Engineering Firm
- C - Consultant
- G - General, Government, Laboratory, Retired, etc.

Volunteers:

NPEC policy is to use all qualified volunteers. Assignment should be made wherever possible to a suitable task group, working group, subcommittee or Ad-Hoc Committee.

2.2 NPEC Honorary Membership/Corresponding Membership

Honorary Membership

1. Honorary Members shall meet the requirements of Reference 1.
2. NPEC Honorary Membership is offered to long-time active NPEC main committee members generally after retirement from work.
3. NPEC Honorary members have no voting privileges.
4. NPEC Honorary Members are kept on mailing lists for meeting notices and minutes of meetings until or unless advised otherwise.
5. A list of individuals granted Honorary Membership by NPEC shall be maintained on the NPEC roster by the NPEC secretary.

Corresponding Membership

1. Corresponding Members shall meet the requirements of Reference 1.
2. Corresponding Membership is offered to long-time active NPEC main committee members who, due to current circumstances, cannot regularly attend meetings.
3. Corresponding Members have no voting privileges.
4. Corresponding Members are maintained on distribution for mailings and minutes of meetings.
5. Corresponding Members are encouraged to participate in subcommittee and working group activities.
6. The list of Corresponding Members shall be maintained current on the NPEC roster by the NPEC secretary.

2.3 Liaison Membership

NPEC maintains liaison with various groups and agencies. There are two ways liaison is established; by request of NPEC or by request of IEEE societies, technical

committees, or from non-IEEE organizations. Liaison can be maintained by three methods; 1.) attendance of an NPEC member at a non-NPEC organization's meeting, 2.) non-NPEC organization's members attendance at an NPEC meeting, or 3.) exchange of minutes of meetings or separate reports. Note that Liaison Reports may be given electronically, such as by telecon when members cannot attend the NPEC meeting. Use of such reporting methods shall be at the discretion of the NPEC Chair.

Reports

Liaison members shall deliver a liaison report at each NPEC meeting. The report should cover items of interest to NPEC including standards development, technical sessions, and related papers.

Activities

Liaison members provide liaison to NPEC from the represented organization/function and from NPEC to the represented organization/function.

2.4 Meetings

Scheduled Meetings

NPEC meetings should be scheduled at least a year in advance. Each NPEC meeting shall be assigned a serial number (e.g., N00-1, N01-2). This number shall appear on all meeting documents (e.g., agenda, minutes, etc).

The meeting notice (time and place) and draft agenda shall be communicated to each NPEC member in accordance with Reference 2.

Requests for items to be placed on the agenda should be brought to the attention of the Secretary. The meeting agenda, approved by the NPEC Chair, shall be distributed to the membership in accordance with Reference 2. This agenda will be approved by majority vote at the beginning of the meeting. Items not on the approved agenda may be brought up during a meeting. Non-agenda items may not be moved/voted upon.

Conduct of Meetings

Meetings shall be conducted in accordance with Reference 2.

During the conduct of NPEC business, ballots are taken for various activities. The requirements for these ballots shall comply with the requirements of Reference 1.

Quorum

Quorums for meetings shall be in accordance with Reference 2.

Minutes

A permanent record of each meeting should be kept in the form of meeting minutes. All reports shall be given to the secretary in electronic media and should be included in the minutes. The minutes shall document attendance, important discussions, and votes. Roll call votes shall be recorded by name unless the vote is unanimous. A listing of action item assignments shall be included. The minutes shall be

communicated to all NPEC members, preferably within the six weeks immediately following the meeting. They should be posted on the NPEC web site (Reference 4).

An item of business at the next meeting shall be the approval of the preceding meeting's minutes. The minutes as thus approved, with revisions, shall stand as the official record of NPEC operations.

2.5 Technical Sessions and Papers

NPEC practice is to sponsor, arrange and participate in various technical sessions. These technical sessions may be in conjunction with the IEEE PES general meetings or other society technical meetings such as ISA and ANS. In addition, NPEC sponsors technical meetings associated with nuclear standards development.

The NPEC Chair shall assign a Technical Sessions Coordinator to assist in preparation of quality technical sessions. The NPEC Technical Sessions Coordinator shall be a member of NPEC and AdCom (SC-1). The NPEC Technical Sessions Coordinator is responsible for nominating outstanding technical papers for consideration in the NPEC Awards process (See Section 2.6).

2.5.1 Technical Session Development

Advanced planning is required to sponsor a good technical session. The preferred subject matter of the session should be determined at least one year in advance of the meeting in order to use the subject matter for appropriate "Call for Papers," advertising or announcements, and to allow sufficient time for preparation of papers, peer reviews, etc.

The Session Developer is assumed to be the Session Chairman for the purpose of this discussion. (If they are separate individuals the responsibility will need to be appropriately split). Responsibilities include:

1. Arranging for session papers and presentations.
2. Providing information as required for use in session notices and programs (Title of Session, Names of Papers and Presenters, etc.).
3. Coordination with presenters as to schedules for submittals of drafts; time, date and place of session; visual aids, conduct of session, etc.
4. The Session Developer must provide information to presenters regarding the conduct of the Session. This information will be based on the requirements of Technical Meeting sponsors.

2.5.2 Technical Meeting Development

When the IEEE is the lead sponsor, the NPEC Technical Sessions Coordinator and the Sessions Chairman shall work closely with the IEEE Conference Services Organization and coordinate with the NPEC Chair to obtain necessary approvals from the PES and IEEE for the conference budget and request for advance funds. Detailed guidance is found in the IEEE Conference Organizer's Manual (Reference 3).

2.5.3 Technical Paper Review

Technical Papers require proper peer review in order to ensure high quality. Publication of a technical paper is independent of presentation at a technical session. Papers presented at a technical session may be issued in the proceedings of the session without peer review.

Papers that are issued by NPEC members that refer to NPEC or invoke NPEC backing shall be reviewed by the NPEC Chair.

2.6 Honors and Awards

NPEC practice is to pursue recognition and awards for our active, contributing members. The officers, Administrative Committee, and working group Chairs shall continually seek out opportunities to provide deserving recognition for contributions to nuclear power standards development or for enhancing the objectives of the Committee.

Awards are available through the NPEC Awards Chair, the PES TC Awards Committee Chair, and the IEEE Standards Association. The NPEC Awards Chair is the NPEC point of contact for recommendations for awards and shall facilitate the process with Awards organizations outside of NPEC. Additional information and application forms are available from IEEE websites and the NPEC website (Reference 4).

Section 2.6.1 – Certificates

NPEC Certificate of Appreciation

NPEC Certificates of Appreciation are available for recognition of deserving activities. Requests for certificates should be sent to the NPEC Awards Chair. The request should include the name, the wording for the award, and the mailing address. The NPEC Chair approves and signs the certificate. Certificates can be presented at a meeting or mailed directly to the recipient. A sample NPEC Certificate and application form is included in Appendix A-1.

PES Certificate of Appreciation

PES Certificates of Appreciation are available any time. The NPEC Awards Chair can facilitate the process. Requests for certificates should be sent to the NPEC Awards Chair who then consolidates the requests and forwards them to the PES Awards Committee Chair. The request should include the name, the wording for the award and the mailing address. The certificates include the PES logo and can be signed by the PES President.

Section 2.6.2 - Standards Association

A number of awards are available through the IEEE Standards Association (SA). Two of particular interest to NPEC are:

Working Group Chair Award

This award is issued automatically upon publication of a new standard and consists of a laminated wooden plaque displaying the cover of the standard and the name of the WG Chair.

Standards Medallion

This is an award for outstanding achievement in the development and implementation of standards in electrotechnology. Nominations can be made at any time through the NPEC Awards Chair.

Section 2.6.3 - PES Society Awards

Numerous annual PES awards are available based on NPEC nomination and balloting by the PES TC Awards Committee. The membership of the PES TC Awards Committee consists of a representative from each PES Technical Committee. The NPEC Awards Chair is the NPEC representative to this committee.

PES Working Group Recognition Award

NPEC may nominate a WG annually. Selection is by a ballot of the PES TC Awards Committee.

PES Prize Paper Award

NPEC may nominate one paper annually. Selection is by a ballot of the PES TC Awards Committee.

Other PES Awards

Special awards for outstanding contributions to industry, education, and the IEEE are available.

Section 2.6.4 - PES Technical Committee Awards

Three PES Technical Committee awards are based on the nomination by NPEC.

Technical Committee Prize Paper Award

NPEC may nominate a paper that has been published during the preceding three years in the IEEE Transactions. The PES guidance for the selection of a Prize Paper states the process should include the grading and ranking of papers by a representative from each NPEC subcommittee. The award is a framed certificate with inscription for the authors.

Technical Committee Working Group Recognition Award

NPEC may nominate a working group to be recognized for outstanding performance. The award is a framed certificate for the WG Chair and a certificate for the each member.

Technical Committee Distinguished Service Award

NPEC may nominate an individual who has exhibited sustained performance over many years and has contributed to the advancement of NPEC's technology. The award is based on long-term outstanding service to NPEC. Considerations for selection include:

1. A continuing active NPEC member
2. Greater than 5 years service as an active member of NPEC
3. Greater than 10 years of service as an active member of the NPEC main committee, subcommittee or working group
4. Consistent and continual pattern of above average achievement and service such as a SC Chair, WG Chair, special task forces, liaison activities, etc.

NPEC officers select the candidate. The award is a plaque.

Technical Committee Recognition Awards for Outgoing Committee and Subcommittee Chairs

NPEC is encouraged to recognize the contributions of outgoing committee and subcommittee chairs for service to the committee. The award consists of a mounted certificate for committee chairs or framed certificates for subcommittee chairs.

3.0 Responsibilities

3.1 NPEC Chair

The responsibilities and duties of the NPEC Chair include, but are not necessarily limited to, the following:

1. Conform to the responsibilities of the Chair position as outlined in Reference 1 and Reference 2.
2. Report AdCom (SC-1) operations to NPEC.
3. Appoint, for each calendar year: the NPEC Standards Coordinator; the NPEC Awards Chair; the NPEC Technical Sessions Coordinator; the NPEC members; the NPEC standing subcommittees; and the NPEC Ad Hoc Committee Chairs.
4. Approve liaison representatives to and from other technical committees and organizations.
5. Guide and direct NPEC in the timely fulfillment of its objectives.

3.2 Vice Chair

The Vice Chair shall perform the duties as specified in Reference 1 and Reference 2.

3.3 Secretary

The Secretary shall perform the duties as specified in Reference 1 and Reference 2.

The NPEC Secretary shall be the focal point for all membership information. The secretary shall keep the membership informed of scheduled meetings and agendas, and maintain the permanent record of each NPEC and AdCom (SC-1) meeting in the form of meeting minutes.

In the event of the Vice Chair's incapacity, the Secretary, shall assume the powers and duties of the Vice Chair.

The NPEC Secretary may utilize the assistance of others in performing these duties although the ultimate responsibility resides with the NPEC Secretary.

The NPEC Secretary shall:

1. Maintain the roster of NPEC and its subcommittee membership on the NPEC web site.
2. Update the NPEC membership roster at least once every six months (with interim updates as deemed necessary).
3. Verify the existence of a quorum for all actions taken by NPEC at its meetings.
4. Record votes at NPEC meetings.
5. Record minutes of NPEC and AdCom (SC-1) meetings.

6. Issue NPEC and AdCom (SC-1) meeting notices and agendas.
7. Issue Action Item Lists.
8. Issue NPEC and AdCom (SC-1) Meeting Minutes.
9. Provide the Secretary of Technical Council an annual membership update for use in the PES Organization Manual & Committee Directory.
10. Post draft minutes of meetings on the NPEC website (Reference 4) 6 weeks following the meeting and ensure the approved minutes replace the draft minutes following their approval.

Document Distribution Schedule

<u>Document Type</u>	<u>Recipient</u>	<u>Schedule</u>
Scheduling:		
Long Range NPEC & SC-1 Meeting Plans	NPEC, SC-1	>1 Year Prior
Issue NPEC & SC-1 Notices	NPEC, SC-1, Guests	>60 Days Prior
Agendas:		
Main NPEC Meeting	NPEC & Guests	>30 Days Prior
SC-1 Meeting	SC-1	>30 Days Prior
Draft Standards for Previews	NPEC	>30 Days Prior
Meeting Minutes & Action Items:		
Main NPEC Meeting	NPEC, TC	6 Weeks Following
SC-1 Meeting	SC-1	6 Weeks Following
SC-1 Action Item List	SC-1	6 Weeks Following

3.4 Standards Coordinator

The Standards Coordinator shall perform the duties as specified in Reference 2.

3.5 Technical Sessions Coordinator

The responsibilities of the Technical Sessions Coordinator include but are not necessarily limited to, the following:

1. Implement the technical sessions and paper activities described in Section 2.5.
2. Serve as member of the NPEC AdCom (SC-1).
3. Other assignments as directed by the NPEC Chair.

Appointment to the position of Technical Sessions Coordinator shall be made annually.

3.6 Awards Chair

The responsibilities of the Awards Chair include but are not necessarily limited to, the following:

1. Implement the awards activities described in Section 2.6.
2. Serve as member of the NPEC AdCom (SC-1).
3. Serve as the NPEC representative to the Technical Council Awards Committee.

4. Collect recommendations for awards from the NPEC members and sub-organizations, ensure the recommendations forms are properly completed and send to the organization in the proper format and required number of copies.

Appointment to the position of Awards Chair shall be made annually.

3.7 Subcommittee Chair

The responsibilities and duties of a NPEC subcommittee Chair include, but are not necessarily limited to, the following:

1. Conform to the responsibilities of the subcommittee Chair position as outlined in Reference 1 and Reference 2.
2. Appoint for each calendar year: the subcommittee members; working group Chair; working group members (optional).
3. Maintain a current roster for the subcommittee and its working groups.
4. Review and develop recommendations on document referrals.
5. Arrange for technical meeting presentations.
6. Serve as member of the NPEC AdCom (SC-1).
7. Provide NPEC with written subcommittee reports at each NPEC meeting.

3.8 Subcommittee Members

Subcommittee members shall meet the requirements of Reference 2 for membership.

3.9 Committee Members

NPEC Committee Members shall meet the qualifications and requirements of Reference 1 and Reference 2, and shall designate an alternate for representation at NPEC meetings that cannot be attended in person.

3.10 Non-Member Participation

Non-Members may attend open meetings of the committee.

Non-Member visitors may be invited guests or members of the industry with a specific interest and competence in an NPEC activity. They may, at the invitation of the NPEC Chair, make technical presentations or raise technical issues for NPEC consideration.

3.11 Alternate Members

Each NPEC member shall designate an alternate member. If an NPEC member cannot attend a committee meeting, the designated alternate is expected to attend.

1. Alternate members should meet the requirements for membership in NPEC, shall be technically competent and not be a member of NPEC.
2. Alternate members do not need to be members of subcommittees or working groups; however, members are encouraged to select their alternates from the subcommittees or working groups.
3. When serving at a committee meeting as an alternate member, he or she shall have voting rights as defined in the Proxy Voting section of the NPEC P&P Manual and must comply with the guidance provided for qualification as a Proxy.

4.0 Standards Development

NPEC is the sponsor for and is responsible for the development of the standards assigned to it. NPEC shall address appeals assigned to it as a result of this process. The process of developing and balloting standards, and addressing appeals to standards, shall comply with the procedures stated in the Reference 2.

4.1 Standards Balloting - NPEC Preview

Documents that are considered ready for ballot by the subcommittee Chair shall be previewed to NPEC with the goal of obtaining NPEC permission to ballot.

1. Permission is granted by vote of NPEC members following a preview of the document at an NPEC meeting. A preview is a presentation to NPEC by the Standards Project sponsor or working group Chair. The purpose of the preview is to inform NPEC members of the key technical issues in a proposed Standards Project and reach consensus sufficient to request NPEC permission to initiate the IEEE-SA ballot process.
2. At the recommendation of the NPEC Standards Coordinator, the NPEC Chair may waive the requirement for an NPEC preview or allow the preview to be performed by electronic means if the content of the preview is simple or if a rapid ballot is needed.

I. Preview Purpose

1. Ascertain that the document has progressed to a point where it is appropriate to initiate the IEEE-SA ballot process.
2. Identify concerns of significant magnitude that could cause negative ballot responses.

II. Procedure

1. Documents shall be approved by the appropriate subcommittee for preview.
2. The subcommittee Chair shall request the NPEC Secretary that a preview be included on the agenda for the meeting.
3. A preview package consisting, as a minimum, of the approved PAR and the draft document shall be forwarded by the working group Chair to NPEC members at least 30 days prior to the NPEC meeting. Revisions from previously issued documents shall be clearly indicated (example, cross out deleted words and indicate new wording in italics or longhand, etc.).
4. Once the preview package is forwarded to NPEC in accordance with 3 above, the document shall not be amended until after the preview has been presented to NPEC. Emergent issues will be discussed with the NPEC members at the preview.
5. The subcommittee Chair or the working group Chair shall present the preview to NPEC. Previews shall include a brief (5-10 minute) summary of the document (background, purpose, usefulness analysis, operations and maintenance impact assessment, results of subcommittee review, remaining unresolved issues, changes to the PAR, and other useful information) unless this is redundant to information transmitted in the preview package.

6. Previews are intended to last less than two hours. NPEC members cooperation is encouraged by concisely stating major concerns and, where possible, suggested fixes. Members are encouraged to separately submit editorial and word engineering suggestions to the working group.
7. Permission to ballot is by a roll call vote of NPEC members. Permission to initiate the IEEE-SA ballot process may be contingent on resolution of major concerns identified during the preview and incorporation of editorial suggestions.
8. The working group shall resolve all comments received in accordance with Reference 2.

4.8 Coordination Role in Specific Nuclear Topics

Various coordination agreements both within IEEE and external to IEEE have been established to facilitate overall coordination within the industry for nuclear standards-related matters. These are recognized by ANSI/NSB. Generally these confirm the lead Standards Development Organization (SDO) (in this case IEEE/NPEC) in coordinating related standards with other groups and ensure that other SDOs are not excluded from such development. Those involving NPEC are listed below along with the NPEC subcommittee having the primary responsibility.

Subject	Agreement between	Reference/Date	SC
Equipment Qualification	IEEE & ASME	NSMB370 7/9/75	SC-2
Computer Applications	NPEC & IEEE Computer Society	12/1/88	SC-6
Human Factors	NPEC & NSB	NSMB715 12/23/88	SC-5
Computer Applications	NPEC & NSB	NSMB718 4/10/91	SC-6

Standards Developing Organizations with Assigned Coordination Roles in Specific Nuclear Topics, (Reference ANSI Ex Com 30 dated March 28, 1989).

5.0 External Communications

External communications shall conform to the requirements provided in Reference 2.

5.1 Regulatory Guides

Regulatory Guides (and sometimes other documents) applicable to the scope of NPEC activities are issued by the U.S. Nuclear Regulatory Commission (USNRC). NPEC will prepare appropriate comments on these documents. Timing is generally critical in that public comment periods are usually 60 days. Therefore, it is prudent to anticipate what is forthcoming from NRC to establish who should distribute the document, collect comments and consolidate them so a timely response can be prepared.

It may be prudent to review any input documents, such as NUREGs or other contractors' reports that will be used as a basis for developing/revising regulatory positions or guidance. This often can be achieved before the public review period has elapsed on an important regulatory document. Timely reviews of basis material can improve the regulator's understanding of industry perspective before positions become firm.

Subcommittee Responsibility

The subcommittee Chair is responsible for initiating and supervising review and preparation of comments on new and revised regulatory guides within the subcommittee's interest. Appropriate subcommittee, working group, etc., personnel shall provide input to the comments being submitted.

Distribution

Distribution shall include the NPEC Secretary who will distribute copies to the NPEC members.

5.2 Use of NPEC Letterhead and Address Lists

IEEE/PES/NPEC letterhead is updated by the NPEC Chair on an as-needed basis or when NPEC officers are changed. If possible, it should be obtained electronically. It is distributed by the secretary to the working group Chairs and may be duplicated at any level for the purposes of carrying out NPEC activities and business. This includes correspondence with other technical society and/or committee persons for such purposes as liaison.

Correspondence with outside agencies, organizations or publishers, which transmits what can be interpreted as official IEEE/PES/NPEC positions, comments, interpretations or doctrine, may be prepared by members, chairs or NPEC officers, but it must go out over the signature of the NPEC Chair.

Address lists, in the context of this procedure, are those prepared for and issued by NPEC or any of its subcommittees and working groups for the purposes expressed above. The subcommittees and work groups should keep them accurate and up-to-date. Any changes should be sent to the NPEC Secretary who maintains the official NPEC address database.

Neither letterhead nor address lists shall be used for non-IEEE business, solicitations or quasi-commercial communications or advertisements.

IEEE POWER & ENERGY SOCIETY
NUCLEAR POWER ENGINEERING COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL

APPENDICES

Appendix A-1 - REQUEST FOR CERTIFICATE OF APPRECIATION

NAME TO APPEAR ON CERTIFICATE: _____

FOR: _____

INVALUABLE SERVICES: _____

SIGNATURE(S) TO APPEAR ON CERTIFICATE - NAME AND TITLE - (usually NPEC Chair):

NAME AND ADDRESS TO WHICH CERTIFICATE SHALL BE MAILED:

PHONE: ()

SUBMITTED BY: _____ PHONE: ()

REPRESENTING NPEC SUBCOMMITTEE: _____

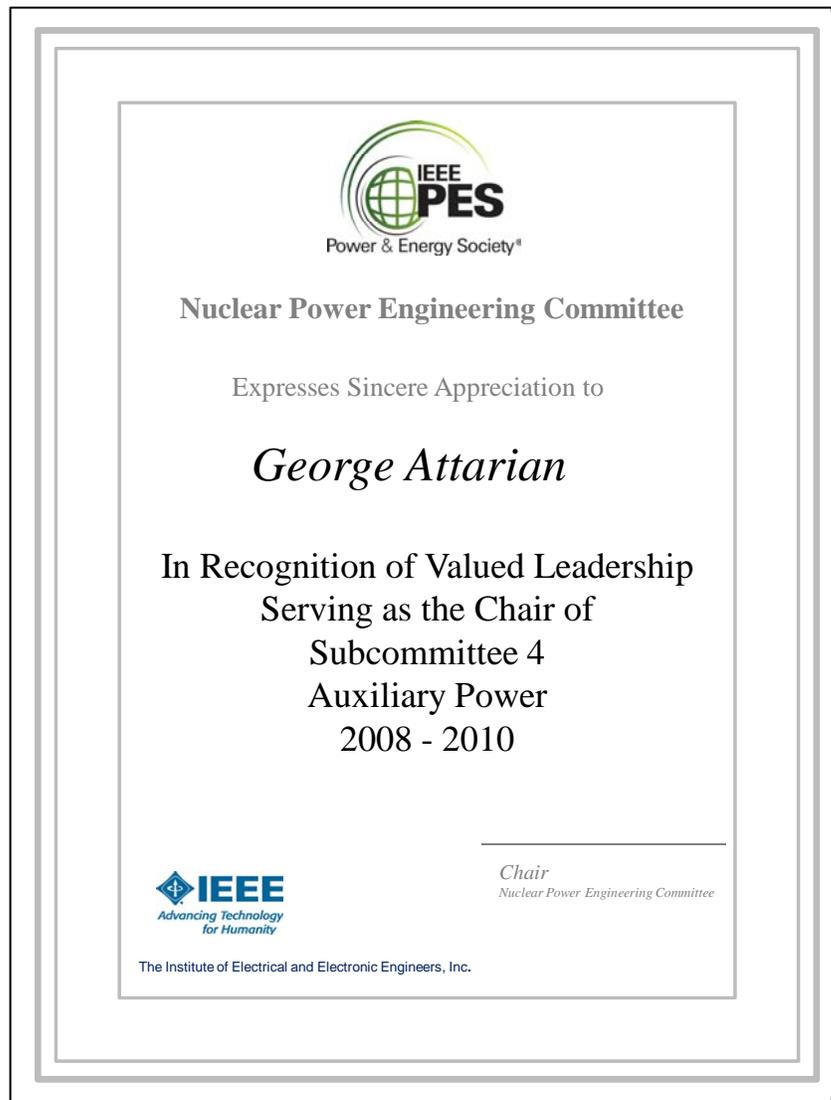
SIGNATURE: _____ DATE: _____

Mail this Form to:

Awards Chair

SAMPLE CERTIFICATE

(Finished Size 8 1/2" x 11")



Appendix A-2 - Deleted

Section deleted..

Appendix A-3 - Deleted

Section deleted.

Appendix A-4 - Distinguished Service Award Recipients

Prior Recipients of the NPEC Distinguished Service Award:

1978	Bill M. Rice
1979	T. J. McGrath
1980	J. T. Bauer
1981	H. K. Stolt
1982	D. F. Sullivan
1983	C. V. Fields
1985	B. M. Rice
1986	Russell E. Allen
1987	Louis D. Test
1988	Newell S. Porter
1989	Don C. Lamken
1990	Greg Henry
1991	Peter Szabados
1992	James E. Thomas
1993	Rich Dulski
1994	Wil Gangloff
1995	J. D. Lamont
1997	Larry P. Gradin
1998	Mark Zar
1999	Dan Brosnan, Pete Szabados
2000	Hamilton Fish
2001	Wes Bowers, Britt Grim
2002	Farouk Baxter
2003	Neil Smith
2004	Dave Horvath
2005	Satish K. Aggarwal
2006	John P. Carter
2007	John J. Disosway
2008	Stephen A. Fleger
2010	James F. Gleason
2011	George E. Attarian
2012	Scott Malcolm
2013	Daniel F. Brosnan
2014	James Parello
2015	Julius J. Persensky

Note: This Appendix may be updated without re-submittal to the TC for approval since the responsibility for the selection of members for the Distinguished Service Award is a function of the Nuclear Power Engineering Committee.